

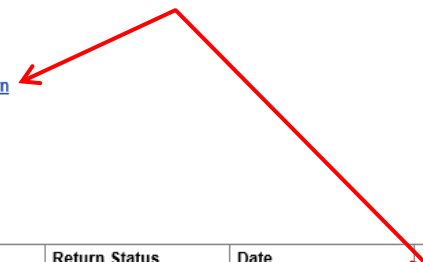
FILING AN IFTA RETURN

Filing your return online is easy! This chapter will walk you through the process and will provide you with some handy tips for successfully filing your return. Once your online access is established you can file original returns on or before the due date, make payments on any IFTA Taxes that are due, and request a refund of accumulated IFTA tax credits.

The system even allows you to place your return on a “shelf” for completion at a later time. *Remember, placing a return on a “shelf” does not mean that the return has been filed with the Road Toll Bureau. **Failure to complete a return and file it on or before the due date will result in late filing penalties and interest on either unpaid or delinquent paid tax.***

To get started please go to your **User Home Page** and click on **Work on IFTA**. The page will default to the current license year. Returns that are available to file will have a link enabled. The screen shot below shows what you will see in the 2017 – 2018 year. Remember, returns that are not yet due cannot be viewed, the links are disabled.

Logout	Actions	Reports	Tools		IFTA	
Account 9999 - JOHNNY CASH						
QA						
Work On IFTA for License Year 2017 (Taxable Mileage Ranking = Not Available)						
Return to Previous Page						
1. Select the License Year you would like to work with: 2017 2018						
2. Select the 2017 License you would like to work with: 10/01 - 12/31 Paid						
3. What would you like to do?						
Account View Account Balance Make a Payment		2017 License Edit License Cancel License View Renewal Form View Decal Orders View License Document View License Summary		2017 Returns Start a Quarterly Return		
Effective 10/01 - 12/31	License Original (Paid)	Quarter 4	Return	Return Status	Date	Action Start this Q4 return



The screen above shows the 4th Quarter Return for 2017 is due. There are two difference links you can choose from. Either click on **Start a Quarterly Return** or **Start this Q4 return**. Once you click on one of the links the following screen appears:

Logout	Actions	Reports	Tools			IFTA	Home
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[Account 9999 - JOHNNY CASH](#)
QA


In Progress 2017 Q4 Quarterly Return (Due on 01/31/2018)

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Enter all necessary Return information below - once all fuel schedules are marked as complete, click 'Save and Calculate Taxes'

Fuel Schedule Details

Fuel	Total Ifta Miles	Total Non-Ifta Miles	Total Miles	Total Gallons	MPG	MPG Method	Status	
Diesel	0	0	0	0	0.00	Use Calculated	Not Started	Edit Set No Operations



Click on the link **Edit**. This will take you to the data entry screen for the return. The data entry screen will look like the screen shots on the next two pages.

Logout	Actions	Reports	Tools		License	IFTA	Home	Help
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Account 9999 - JOHNNY CASH

QA

In Progress 2017 Q4 Quarterly Return for Diesel (Due on 01/31/2018)

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Enter all necessary Return Fuel Schedule information below and click 'Save and Continue'. Additional information on each field is available through the Help menu above.

Total IFTA Miles	0	Use Calculated ▼	Comments: <div></div>
Total Non-IFTA Miles	0		
Total Miles (All Jurisdictions)	0		
Total IFTA Gallons	0		
Total Non-IFTA Gallons	0		
Total Fuel in Gallons	0		
Miles Per Gallon	0.00		

☐ Taxable Miles match Total Miles for all Jurisdictions

IFTA Miles & Gallons

For each jurisdiction to be included in this return, select the jurisdiction and click Add.

Jurisdiction: AL - Alabama ▼

Add

☐ Add all USA Jurisdictions

☐ Add all CAN Jurisdictions

Tax Rate	Jurisdiction	Total Miles	Taxable Miles	Tax Paid Gallons	Info
0.2220	NH - New Hampshire	0	0	0	
0.4170	CT - Connecticut	0	0	0	
0.2200	DE - Delaware	0	0	0	
0.3340	IL - Illinois	0	0	0	
0.4700	IN - Indiana	0	0	0	
0.2160	KY - Kentucky	0	0	0	
0.2400	MA - Massachusetts	0	0	0	
0.3455	MD - Maryland	0	0	0	
0.3120	ME - Maine	0	0	0	
0.3900	MI - Michigan	0	0	0	
0.3430	NC - North Carolina	0	0	0	
0.4420	NJ - New Jersey	0	0	0	
0.3815	NY - New York	0	0	0	

0.2800	OH - Ohio					
0.1300	OK - Oklahoma					
0.0000	OR - Oregon					
0.7470	PA - Pennsylvania					
0.3300	RI - Rhode Island					
0.1800	SC - South Carolina					
0.2800	SD - South Dakota					
0.2100	TN - Tennessee					
0.2000	TX - Texas					
0.2940	UT - Utah					
0.2020	VA - Virginia					
0.3100	VT - Vermont					
0.4940	WA - Washington					
0.0000	WY - Wyoming					

You are viewing page 1 of 1. There were 49 records found.

Non-IFTA (Exempt*) Miles & Gallons

Non-IFTA Miles

Non-IFTA Gallons **

* Exempt Jurisdiction(s): Alaska, District of Columbia, Hawaii, Mexico, Northwest Territories, Nunavut, Yukon Territory

** Non-IFTA Gallons includes: 1) Fuel Purchased in Non-IFTA Jurisdictions, 2) Fuel Purchased without Tax or 3) Fuel Purchased without Receipts


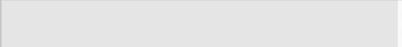
Shelve For Now

Save

Save and Continue

Cancel



The data entry screen will allow you to enter distance (miles) and fuel information for the quarter you are filing. The top third of the screen is populated based on the information you enter on each jurisdiction line and/or for "Non-IFTA" activity. You can begin populating miles and fuel in the appropriate lines. Below is a screen shot of what the page will look like with the data populated in certain jurisdictions, including New Hampshire.

Total IFTA Miles	83772	
Total Non-IFTA Miles	0	
Total Miles (All Jurisdictions)	83772	
Total IFTA Gallons	16576	
Total Non-IFTA Gallons	0	
Total Fuel in Gallons	16576	
Miles Per Gallon	5.05	Use Calculated 
		Comments: 

☒ Taxable Miles match Total Miles for all Jurisdictions

IFTA Miles & Gallons

For each jurisdiction to be included in this return, select the jurisdiction and click Add.

Jurisdiction:  

☐ Add all USA Jurisdictions ☐ Add all CAN Jurisdictions

<u>Tax Rate</u>	<u>Jurisdiction</u>	<u>Total Miles</u>	<u>Tax Paid Gallons</u>	<u>Info</u>
0.2220	NH - New Hampshire	60000	13231	
0.4170	CT - Connecticut	2230	0	
0.2400	MA - Massachusetts	15526	2649	
0.3120	ME - Maine	3266	583	
0.3785	NY - New York	2750	113	

Non-IFTA (Exempt*) Miles & Gallons


Non-IFTA Miles  Non-IFTA Gallons ** 

* Exempt Jurisdiction(s): Alaska, District of Columbia, Hawaii, Mexico, Northwest Territories, Nunavut, Yukon Territory

** Non-IFTA Gallons includes: 1) Fuel Purchased in Non-IFTA Jurisdictions, 2) Fuel Purchased without Tax or 3) Fuel Purchased without Receipts









1

2

3

4

Once the information has been entered there are four (4) choices, (see above):

1. **Shelve for Now:** This means you have populated the return but have not completed it, calculated taxes or credits due, filed the return, or paid for any taxes due. You may come back to the return at any time to complete it.

*****Note: This also means the return is not considered filed and received by the Road Toll Bureau. If the return is completed after the due date, interest and penalties will apply.***

2. **Save:** This saves the data you have entered. The data entry screen remains; you may continue to enter information. **This does not complete or file the return.**
3. **Save and Continue:** This is the first step toward completing and filing the return.
4. **Cancel:** This will save the data you have entered and will return you to the previous screen. **This does not complete or file the return.**

Once you have entered all of the information for your return, select **Save and Continue**. The next page shows the screen you will see when you select **Save and Continue**.

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IFTA

Account 9999 - JOHNNY CASH

QA

In Progress 2017 Q4 Quarterly Return (Due on 01/31/2018)

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Enter all necessary Return information below - once all fuel schedules are marked as complete, click 'Save and Calculate Taxes'

Fuel Schedule Details

Fuel	Total Ifta Miles	Total Non-Ifta Miles	Total Miles	Total Gallons	MPG	MPG Method	Status	
Diesel	83772	0	83772	16576	5.05	Use Calculated	Completed	Edit

Shelve for Now

Save

Save and Calculate Taxes

Cancel

1

2

3

4

You now have four choices: **Shelve for Now**, **Save**, **Save and Calculate Taxes**, and **Cancel**.

1. **Shelve for Now:** This means you have populated the return but have not completed it, calculated taxes or credits due, filed the return or paid for any taxes due. You may come back to the return at any time to complete.

***Note: This also means the return is not considered filed and received by the Road Toll Bureau. If the return is completed after the due date, interest and penalties will apply.*

2. **Save:** This saves the data you have entered and shelves the return. This returns you to the previous page, (Work on IFTA page). **This does not complete or file your returns.** You may go back to work on this return by selecting it as a shelved return.
3. **Save and Calculate Taxes:** This will save the data entered and calculate the taxes due each reported jurisdiction and determine a total due.

*** Note: If the return is being filed after the due date, interest and penalty will also be calculated for you.*

4. **Cancel:** This will save the data that has been entered and returns you to a screen where you may re-select this return to resume entering information or to file the return. **This does not complete or file your return.**

Once you have entered all data and you are ready to begin filing your return, select **Save and Calculate Taxes**. The next page shows the screen that will appear after you select **Save and Calculate Taxes**.

Logout Actions Reports Tools License IFTA Home

Account 9999 - JOHNNY CASH

QA

In Progress 2017 Q4 Quarterly Return (Due on 01/31/2018) -- Confirm Return Submission

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[View in Report Format](#)

Return Information

Quarterly Return 0 Details:

Total Tax \$170.09
Total Interest \$0.00
Total Penalties \$0.00
Total Adjustments \$0.00
Total Other \$0.00

Fuel	MPG	MPG Method	MPG Comments
Diesel	5.05	Use Calculated	

Total Due \$170.09

Fuel Schedule Details

Fuel	Total Miles	Taxable Miles	MPG	Method	Taxable Gallons	Tax Paid Gallons	Net Taxable Gallons	Tax Due (Credit)	Interest Due	Total Due
Diezel	83772	83772	5.05	UC	16589	16576	13	\$170.09	\$0.00	\$170.09
Return Totals:	83772	83772			16589	16576	13	\$170.09	\$0.00	




File Cancel




Road Toll Bureau: (603)271-2311. Hours of operation: 8:15AM - 4:15PM (Eastern), M-F (excluding State holidays).

[NH.gov](#) | [Road Toll Bureau](#) | [Privacy Policy](#) | [Accessibility Policy](#) | [IFTA Inc.](#)


Select **File** to continue, (shown above). By selecting **File**, and there is a balance due, you will be taken to the payment screen shown below. At this point, the return has been filed and a filing date has been established. **Please be advised that taxes have not yet been paid.**



New Hampshire
Department of Safety



IPC IFTA Processing
Consortium



New Hampshire
Department of Safety

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A

Verify Invoices Selected to Pay

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Invoice

Invoices Selected to Pay

The following items have been selected to be paid.

Invoice #	Type	Invoice Description	Date Due	Amount	Credit Pending	Amount Due	Amount Paid
83643	IFTA Return	2017 Q4 Diesel Quarterly Return 0	01/31/2018	\$170.09	\$0.00	\$170.09	

Continue to Payment

Application System

Total IFTA Returns Invoices

Grand Total

Amount Due

\$170.09

\$170.09

- Verify the Invoices Selected to Pay
- Select the Continue button to proceed to the payment options page or select Cancel to be taken back to the previous page.

Continue

Cancel

Road Toll Bureau: (603)271-2311. Hours of operation: 8:15AM - 4:15PM (Eastern), M-F (excluding State holidays).

After reading the instructions click on **Continue**, you will be taken to the **Payments Page**, (see below).

Account 9999 - JOHNNY CASH

QA

Paid Original IFTA License for 2017 effective 10/01 - 12/31 -- Payment Options

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Potential Available Credit

Apply to Invoices [Re-Select Invoices](#)

Invoice #	Invoice Description	Amount	Credit Pending	Amount Due
83643	2017 Q4 Diesel Quarterly Return 0	\$170.09	\$0.00	\$170.09

Bill Summary

Total IFTA Returns	\$170.09
Total Amount Due	\$170.09

Select a payment method

☒ Pay via Check

When paying by check, include one copy of the invoice with payment.

Department of Safety
Road Toll Bureau
33 Hazen Drive
Concord, NH 03305
(603) 271-2311

☐ Pay via Credit Card

Process Payment Cancel

If you choose the **Pay via Check**, and then click on **Process Payment**, a message will appear in red stating:

- **Once payment is received by the state, the return will be marked as paid.**

If you choose **Pay via Credit Card**, and then click on **Process Payment**, you will be brought to the **IFTA Processing Consortium (IPC) Payment Page**, see below:

(DEV) IFTA Processing Consortium (IPC) Payment Page**Review Your Order**

Total Amount: USD 20.00

[« Return to \(DEV\) IFTA Processing Consortium \(IPC\) Payment Page](#)**Pay With Your Credit Card**

Cardholder Name Credit Card Number Expiry Date (MMYY)



Security Code

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.



Address

City

State/Province

ZIP/Postal Code

Country


Pay With Your Credit Card

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.


We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.


Secure Payment provided by [First Data Corp.](#)

Once the information has been added click on the **Pay With Your Credit Card**. The following screen will show you it processed completed successfully:



New Hampshire
Department of Safety





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Account 9999 - JOHNNY CASH

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-- Payment Receipt --

Please print or e-mail this payment receipt for your records.

[E-mail Receipt](#)
[Print Receipt](#)


Transaction Summary

The following invoices have been paid:

Invoice #	Invoice Description	Amount	Amount Paid	Actions
83642	Account 9999, Lic Year 2018, Ord 1	\$10.00		Comments
Totals			\$10.00	

Payment Summary

Date Paid	Postmark Date	Payment Description	Transaction ID	Payment Amount	Actions
02/09/2018	02/09/2018	Electronic Credit Card		\$10.00	



Choose **E-mail Receipt** or **Print Receipt** if you need one for your records.